

VPCC Nursing Program
**STUDENT
HANDBOOK**



VIRGINIA PENINSULA[®]
COMMUNITY COLLEGE

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Welcome and Overview

Mission Statement

The mission of the Virginia Community College System (VCCS) Nursing Programs is to provide affordable, community access to quality nursing education. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in 21st century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia.

Philosophy

VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient centered care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

Student Learning Outcomes

ADN EPSLOs:

Students who complete the Associate Degree of Applied Science with a major in Nursing will be expected to:

1. Provide client centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
2. Practice safe nursing care that minimizes the risk of harm across systems and client populations.
3. Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.
4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
6. Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

7. Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

Governance and Resources

Administration and Student Resources

A division of the Virginia Community College System, VPCC is approved by the State Board for Community Colleges and is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

Student Representatives

Purpose: To serve as a voice for the student body by fostering communication between students, faculty and administration.

Each cohort will have the opportunity to have a student representative to be the voice of their class at quarterly faculty meetings. These representatives will bring student concerns, ideas, and requests to the faculty and will also deliver information from the faculty back to the cohort.

Community Engagement Requirement

Volunteer Hours

As part of the Virginia Peninsula Community College (VPCC) Nursing Education Program, students are required to complete a minimum of 40 Community Engagement Hours prior to graduation. This requirement is designed to promote professional service, community involvement, leadership development, and engagement with the populations served by the nursing profession.

Students must submit completed Community Engagement Hour verification forms to nursing@vpcc.edu for validation, tracking, and official documentation. Hours will not be counted toward the graduation requirement until appropriate documentation has been received and approved.

All volunteer hours completed through the [Virginia Peninsula Community College Community Service Scholarship Program](#) automatically qualify toward the Community Engagement Hour requirement. Additionally, all approved Nursing Education Program and Health Sciences

Program activities, including recruitment events, health fairs, educational outreach programs, simulation demonstrations, and other program-sponsored service activities, are eligible for Community Engagement credit.

Students wishing to receive credit for volunteer activities not sponsored by VPCC, the Nursing Education Program, or the Health Sciences Division must obtain written approval via email from the appropriate Primary Course Lead or the Program Head prior to the event date. Activities completed without prior approval may not be accepted for Community Engagement credit. Students are responsible for maintaining copies of all submitted documentation and monitoring their progress toward completion of the 40-hour requirement. Failure to complete the required Community Engagement Hours prior to graduation may delay program completion and graduation eligibility.

Admission and Curriculum

Admission to the Nursing Program

Ranking Process

Nursing Education Program – Professional Nursing Selection Criteria

The Nursing Education Program assigns points ([review the scoring rubric](#)) to specific categories of applicants and uses a tiered system for selection of candidates who may be eligible to receive an offer of admission.

Applicants who have successfully met all application requirements and completed all prerequisite requirements will be assigned points in accordance with the Professional Nursing Points Rubric.

Points will not be applied per section if the appropriate supporting documentation is not provided with application or if verification of request/claims cannot be obtained and/or determined.

Once all applications have been reviewed and appropriate points assigned, applicants will be assigned to a selection tier according to the cohort selection made by the applicant at the time of application (applicants cannot change their cohort preference after application submission and prior to selection process).

Students meeting the requirements for, and who have selected guaranteed admission consideration, will be placed at the top of the appropriate selection tier and cohort. If two or more students in a selection tier have the same point score the students will be ranked in descending order by the highest cumulative grade point average.

Scoring Rubrics

As previously mentioned, Virginia Peninsula Community College uses a points system in addition to pre-requisite course completion, grade point averages, background checks, as well as other selective admission criteria for admissions consideration into one or more of the College's nursing education programs.

Non-guaranteed admission applicants will be assigned in the appropriate selection tier and cohort in order of total point score in accordance with the residency requirements below:

- Virginia Peninsula Community College students enrolled in nursing education prerequisite courses at the College in the semester for which they are making application to the nursing program, who are residents of one of Virginia Peninsula Community College's service area localities (City of Hampton, City of Newport News, City of Poquoson, City of Williamsburg, James City County, and the County of York), who meet or exceed all prerequisite requirements, will be offered first priority consideration for offers of admission.
- Applicants who are residents of one of Virginia Peninsula Community College's service area localities (City of Hampton, City of Newport News, City of Poquoson, City of Williamsburg, James City County, and the County of York), who meet or exceed all prerequisite requirements, will be offered second priority consideration for offers of admission.
- If two or more students in a selection tier who meet the same residency criteria ranking have the same point score, the students will be ranked in descending order by the highest cumulative grade point average.
- Non-guaranteed admission applicants will be assigned in the appropriate selection tier and cohort in order of total point score after all candidates meeting the program's residency selection requirement have been ranked.
- If two or more non-residency requirement selection criteria students have the same point score the students will be ranked in descending order by the highest cumulative grade point average.
- Applicants will be selected in descending order based upon the aforementioned scoring/ranking systems.
- Students who have been "dishonorably discharged" from military service are not eligible to apply to the Professional Nursing Program.
- Students who have been dismissed, discharged, suspended, and/or expelled from another Nursing Education Program, Allied Health Education Program, and/or College or Institution of Higher Education are not eligible to apply to the Professional Nursing Program.
- No "In Progress Courses" are considered for meeting course prerequisites for the purposes of application submission to the Professional Nursing Education program. Do not ask or complete a Professional Nursing Education program application until all aforementioned prerequisites and/or selection criteria/requirements are successfully completed.

Prerequisite Requirements

ADN Program: At the time of application students must have:

- 1) Completed or be enrolled in the following five courses with a grade of C or better:
 - a) SDV 101
 - b) ENG 111
 - c) MTH 154 (HLT 230 accepted through fall 2028)
 - d) PSY 230
 - e) BIO 141 or BIO 145
- 2) Earned a GPA of 3.0 or higher on the five courses listed above; and,
- 3) Earned a cumulative GPA of 3.0 or higher in high school or in college courses taken, whichever is more recent.
- 4) Completed the TEAS Nursing Entrance Test within the past 3 years, minimum scores of 60% overall and 45% in each category.

LPN - ADN Program: At the time of application students must have:

- 1) Completed or be enrolled in the following six courses with a grade of C or better:
 - a) SDV 101
 - b) ENG 111
 - c) MTH 154 (HLT 230 accepted through fall 2028)
 - d) PSY 230
 - e) BIO 141
 - f) BIO 142
- 2) Earned a GPA of 3.0 or higher on the six courses listed above; and
- 3) Earned a cumulative GPA of 2.0 or higher in high school or in college courses taken, whichever is more recent.
- 4) Completed the TEAS Nursing Entrance Test within the past 3 years, target scores of 60% overall and 45% in each category.
- 5) Be a licensed practical nurse for at least 6 months prior to the start date of the program.

Supplemental requirements for students who have taken college courses and expect credit by transfer, or will use courses to satisfy program requirements:

- a) There is no expiration date for BIO 141 or 142. However, if these courses are seven years old or older, you should consider retaking them.
- b) Transfer courses must be evaluated by the Registrar prior to substituting these courses for required courses. Nursing courses from schools outside of the VCCS will not be transferred in for nursing program credit but may satisfy requirements in the Pre-Nursing CSC. Transfers from VCCS schools will be evaluated on a case-by-case, individual basis.
- c) *Official transcripts in sealed envelopes from all colleges and high schools must be sent to the college registrar's office unless they are VPCC or VCCS transcripts. Please verify with Admission and Records that your transcripts have been received and processed before the application due date.*
- d) A copy of your LPN license must be sent to the registrar's office for the LPN-ADN program.

- e) Students must meet the criminal background and drug screens requirements within the orientation deadline(s) or lose their seat in the program. In the event you have questions about your background, you are urged to contact Castle Branch for a consultation.
- f) Students who are not in good standing for rehire at a clinical site may run the risk of not being able to participate in the clinical experiences in that facility. Students must be approved to attend clinical rotations at any clinical site in the system of which they are not eligible for rehire to be granted admission into the nursing program.

3) Post-Acceptance

- a) There will be multiple mandatory in-person orientation sessions for newly admitted students.
- b) Mandatory requirements that will be discussed at orientation include purchasing the product that will house the required background check, drug screen, purchase of liability insurance, and provider's health assessment. American Heart Association BLS for Healthcare Providers is required for program entry and cannot expire during a semester. Failure to meet the deadlines set forth in the program orientation will result in loss of your seat.
- c) Students are responsible for uploading these documents to their Castle Branch profiles, as well as maintaining all documents throughout the nursing program.

Additional Information for Prospective Nursing Students

All applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

1. Regarding refusal, revocation, suspension, censure, or probation.

The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:

- a) Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
- b) Unprofessional conduct;
- c) Willful or repeated violation of any of the provisions of this chapter;
- d) Conviction of any felony or any misdemeanor involving moral turpitude;
- e) Practicing in a manner contrary to the standards of ethics, or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
- f) Use of alcohol or drugs to such use renders him to practice, or any mental or physical illness rendering him unsafe to practice;
- g) The denial, revocation, suspension or restriction of a license, certificate, registration, or a multistate licensure privilege to practice in another state, the District of Columbia, or a United States possession or territory; or
- h) Abuse, negligent practice, or misappropriation of a patient's or resident's property.

2. **Core Performance Standards for Admission to and Progression through the Nursing Program**

All individuals who apply for admission to the Nursing Program, including persons with disabilities, must be able to perform essential functions listed below. These essential functions are congruent with the Virginia State Board of Nurse Examiners expectations for any individual seeking initial licensure as a registered nurse and reflect the Standards of Clinical Practice established by the American Nurses Association.

Speech: Communicates in English orally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural and intellectual backgrounds.

Hearing: Auditory acuity is sufficient to note slight changes in the client's condition, to perceive and interpret various equipment signals, and to use the telephone.

Vision: Visual acuity is sufficient to distinguish colors and to read handwritten orders and any other handwritten and printer data (i.e., medication records and scales); and to read chart content and provide for clients' safety by clearly viewing monitors in order to interpret data correctly.

Smell: Olfactory ability is sufficient to monitor and assess health needs.

Mobility: Can walk or stand for prolonged periods of six to eight hours. Must be able to bend, squat or kneel, and assist in lifting or moving clients of all age groups and weights. Can perform CPR (i.e., move above the patient to compress the chest and manually ventilate the client). Can work with arms fully extended overhead.

Manual Dexterity: Eye/hand coordination must be sufficient for manipulation of equipment such as syringes and IV infusion pumps, and for using a computer/keyboard.

Fine Motor: Can use hands for grasping, pushing, pulling, and fine manipulation, as well as possessing tactile ability sufficient for physical assessment and distinguishing changes in sensation.

Arithmetic Competence: Can comprehend and apply basic mathematical skills (e.g., factor labeling, use of conversion tables, calculation of drug dosages and solutions). Can measure time, use a calculator, and read and record graphs.

Writing: Can communicate and organize thoughts to prepare written documents that are correct in style, grammar, and mechanics.

Emotional Stability: Can establish therapeutic boundaries, adapt to changing environment/stress, perform multiple responsibilities concurrently, handle

strong emotions, provide the client with emotional support, and focus attention on the task.

Analytical Thinking: Can transfer knowledge from one situation to another, process information, evaluate outcomes, prioritize tasks, and solve problems.

Critical Thinking: Can Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.

Interpersonal Skills: Can negotiate interpersonal conflict, respect differences in clients, establish rapport with clients and co-workers, explain procedures and educate clients/family.

ADN Program Curriculum

First Semester: Prerequisites*				
Course	Course Title	Lecture	Lab	Credits
ENG 111	College Composition I	3	0	3
BIO 141	Human Anatomy & Physiology I¹	3	3	4
PSY 230	Developmental Psychology	3	0	3
MTH 154	Quantitative Reasoning²	3	0	3
SDV 101	Orientation to Health Sciences³	1	0	1
<i>Semester Totals</i>		13	3	14
MILESTONE: Students eligible to apply to the ADN program				
Second Semester: Begin NSG sequence				
Course	Course Title	Lecture	Lab	Credits
BIO 142	Human Anatomy & Physiology II	3	3	4
NSG 100	Introduction to Nursing Concepts	3	3	4
NSG 106	Competencies for Nursing Practice	1	3	2
NSG 130	Professional Nursing Concepts	1	0	1
NSG 200	Health Promotion and Assessment	2	3	3
<i>Semester Totals</i>		10	12	14
Third Semester				
Course	Course Title	Lecture	Lab	Credits
BIO 150	Introductory Microbiology⁴	3	3	4
NSG 152	Health Care Participant	2	3	3
NSG 170	Health/Illness Concepts	4	6	6
<i>Semester Totals</i>		9	12	13
Fourth Semester				
Course	Course Title	Lecture	Lab	Credits
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
<i>Semester Totals</i>		9	12	13
Fifth Semester				
Course	Course Title	Lecture	Lab	Credits
PHI 220	Ethics and Society⁵	3	0	3
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Concepts	4	0	4

NSG 270	Nursing Capstone	0	12	4
<i>Semester Totals</i>		9	12	13
Program Totals		50	51	67
MILESTONE: Graduates eligible to apply for NCLEX-RN® testing and advance to licensure as Registered Nurses				

*Prerequisite courses are included in the first semester as a basis for ranking applicants for admission to the nursing sequence in the second semester. All courses must be successfully completed with a grade of “C” or higher. These courses are included in the total credit amount for the award of the Associate of Applied Science in Nursing.

¹[BIO 145](#) may substitute for BIO 141

²[HLT 230](#) will continue to be accepted in place of MTH 154 until Fall 2028.

³[SDV 100](#) may replace SDV 101 if taken at other institutions or before the student entered any Health Science program plan at VPCC. Completion of Bachelor's Degree may also substitute.

⁴[BIO 205](#) may replace BIO 150. It is strongly recommended to complete BIO 150 prior to entering the nursing program.

⁵[PHI 220](#) is strongly encouraged. ART, HUM, MUS, PHI, REL, ENG (Lit) may be used as replacements. Skill based courses are not acceptable.

LPN to ADN Advanced Placement Curriculum

The Advanced Placement Option-LPN to ADN is open to Licensed Practical Nurses (LPNs) who have possessed an unencumbered license to practice practical nursing in the Commonwealth for a minimum of 6 months. This option allows for advanced placement into the 3rd semester of the ADN nursing program for all eligible and qualified applicants who successfully complete all of the prerequisite and corequisite courses listed below.

This option is a three semester program. Students should read the application policies for specific start dates. Students will want to make careful arrangements for work and other responsibilities in order to devote the appropriate attention to learning complex material.

Admission to the program is not guaranteed. Campus locations are also not guaranteed.

Prerequisite Courses The following courses must be successfully completed with a grade of C or higher before you enter the semester to begin the LPN to ADN program:

Course	Course Title	Lecture	Lab	Credits
ENG 111	College Composition I	3	0	3
BIO 141	Human Anatomy & Physiology I¹	3	3	4
PSY 230	Developmental Psychology	3	0	3
MTH 154	Quantitative Reasoning²	3	0	3
SDV 101	Orientation to Health Sciences³	1	0	1
BIO 142	Human Anatomy & Physiology II	3	3	4
<i>Semester Totals</i>		16	6	18

¹[BIO 145](#) may substitute for BIO 141.

²[HLT 230](#) will continue to be accepted in place of MTH 154 until Fall 2028.

³[SDV 100](#) may replace SDV 101 if taken at other institutions or before the student entered any Health Science program plan at VPCC.

Milestone: LPN-ADN Program Acceptance				
First Semester: Transition				
Course	Course Title	Lecture	Lab	Credits
BIO 150	Introductory Microbiology¹	3	3	4
NSG 200	Health Promotion and Assessment	2	3	3
NSG 115	Healthcare Concepts for Transition	3	6	5

<i>Semester Totals</i>		8	12	12
Second Semester: Join Traditional ADN Program				
Course	Course Title	Lecture	Lab	Credits
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
<i>Semester Totals</i>		9	12	13
Third Semester				
Course	Course Title	Lecture	Lab	Credits
PHI 220	Ethics and Society²	3	0	3
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
<i>Semester Totals</i>		9	12	13
Total Minimum Credits**				67
<i>MILESTONE: Graduates eligible to apply for NCLEX-RN® testing and advance to licensure as Registered Nurses</i>				

*Prerequisite courses are included in the first semester as a basis for ranking applicants for admission to the nursing sequence in the second semester. All courses must be successfully completed with a grade of “C” or higher. These courses are included in the total credit amount for the award of the Associate of Applied Science in Nursing.

¹[BIO 205](#) may replace BIO 150. It is strongly recommended to complete BIO 150 prior to entering the nursing program.

²[PHI 220](#) is strongly encouraged. ART, HUM, MUS, PHI, REL, ENG (Lit) may be used as replacements. Skill based courses are not acceptable.

**LPNs in good standing will receive advanced standing for the courses in the first two semesters of the nursing sequence ([NSG 100](#), [NSG 106](#), [NSG 130](#), [NSG 152](#), and [NSG 170](#)) upon successful completion of the first semester and maintenance of an unencumbered license to practice as an LPN. The student will graduate with the same number of credits as the traditional student.

Academic and Progression Policies

Evaluation and Grading Policies

Grading and Clinical Evaluation

Student knowledge will be assessed through tests, assignments, and clinical performance. A minimum final grade of 80% (C) is required in all nursing and general education courses to progress. Clinical and lab performance must be rated “satisfactory” to pass.

Support and general education courses must be completed on schedule. Failure to do so will require withdrawal from the nursing sequence and reapplication for readmission. Students must regularly meet with their navigator and notify the program head if they do not complete required courses. Failure to report may lead to dismissal.

This higher standard of grading is necessary to ensure the student has achieved a theoretical knowledge base leading to safe and competent nursing care upon graduation.

Program Grading Scale

92 - 100	A
84 - 91	B
80 - 83	C
70 - 79	D
Below 70	F

Total Course Grade: classroom average plus clinical rating:

- A clinical rating of "Satisfactory" with a theory average of 80 or above will result in the student receiving the letter grade that corresponds to the theory average – e.g., "Satisfactory" + 84 = B
- If a student receives a "D" or "F" in theory and an "Unsatisfactory" in clinical, she/he will receive a final grade of "F".
- If a student receives a "C" or above in theory and an "Unsatisfactory" in clinical, she/he will receive a final grade of "D"
- If a student receives a "D" or "F" in theory and a "Satisfactory" in clinical, she/he will receive the theory letter grade as the final grade.

Assignments:

Students must complete and submit all written assignments on time. Late assignments worth 10+ points may be submitted within 48 hours for a 20% penalty; after 48 hours, or for assignments under 10 points, late work is not accepted and will receive a zero. Assignments must be submitted via Canvas or Evolve—email submissions are not accepted. Resubmissions from previous semesters are not allowed.

Unless otherwise stated, written assignments must be computer-generated (12 pt font), error-free, consecutively numbered, and follow APA 7th edition format. References should be scholarly, published within the last 5 years, and properly cited. Google Docs submissions must share edit access with faculty. Hand written submissions may be submitted with faculty approval.

Clinical Evaluation:

Clinical performance is continuously evaluated with formal midterm and final assessments. Students must update and submit their clinical evaluation tool after each experience; incomplete final student evaluations will earn the student a D, F, or Incomplete.

All clinical objectives must be met with a “satisfactory” rating by semester’s end. Students rated “needs improvement” at midterm will collaborate with faculty on an improvement plan. Formative evaluations monitor progress; failure to improve may result in unsatisfactory status and no course progression.

Unsafe or unsatisfactory clinical behavior may lead to course failure. Immediate clinical failure occurs for unprofessional conduct or serious violations of patient safety/confidentiality.

Course Evaluation:

Students will complete an anonymous survey evaluating the instructor, clinical sites, simulations and course at semester’s end.

Clinical Performance Evaluation

Purpose:

To comply with Virginia State Board of Nursing regulations and relevant state, federal, and regulatory mandates regarding licensure and practice rights. VPCC faculty adhere to these standards and address any unsafe clinical performance accordingly, which may result in course failure or program dismissal. Regulations are available at the [Virginia Department of Health Professions website](#).

Unsafe Clinical Practice Includes:

- **Regulatory Violations:**
Exceeding program scope, unsafe procedure performance, medication errors, legal violations.
- **Ethical Violations:**
Improper delegation, violating codes of ethics, failure to report errors or personal issues affecting performance, breaches of confidentiality.
- **Accountability Deficiencies:**
Poor documentation, failure to notify staff or instructors about practicing beyond scope or significant change in client condition, fraud, deceit, or dishonesty.
- **Unprofessional Conduct:**
Practicing beyond training or competency, unauthorized use of resources, assigning tasks to unqualified persons, falsifying records, patient abuse or neglect, criminal convictions affecting moral character, substance abuse, or any behavior endangering patient or public safety.

Procedure for Unsafe Practice:

Faculty/Clinical instructor will remove a student from clinical for unsafe behavior, discuss the issue with the student before the next clinical day, and report it to the Course Lead/Program Head. Students deemed unsafe or showing repeated unsafe behavior may be dismissed and barred from clinical until further notice.

Evolve Examinations

Evolve HESI Examinations and Remediation

The Virginia Peninsula Community College (VPCC) Nursing Education Program utilizes Elsevier Evolve HESI examinations as an integral component of the curriculum. HESI assessments are designed to promote student learning, measure achievement of course and program outcomes, identify areas requiring improvement, and support preparation for the NCLEX-RN licensure examination. HESI examinations may include specialty, course-based, progression, and comprehensive assessments administered throughout the nursing program. The program handbook and course syllabi identify the specific HESI examinations required within each course. Students are expected to complete all assigned HESI examinations and associated learning activities by the deadlines established by faculty. Failure to complete a required HESI

examination or remediation assignment may result in academic consequences as outlined in the applicable course syllabus.

Required Remediation

Remediation is a required component of the VPCC Nursing Education Program and is intended to strengthen clinical judgment, nursing knowledge, test-taking strategies, and NCLEX readiness. All students must complete the assigned Evolve remediation activities. Required remediation may include, but is not limited to:

- Review of individualized HESI score reports.
- Completion of assigned Evolve/HESI remediation modules and learning activities.
- Focused review of identified content areas.
- Submission of documentation verifying completion of required remediation activities.
- Participation in faculty-directed remediation, tutoring, coaching, or academic support activities as assigned.

Students must complete all required remediation activities within the timeframe established by faculty. Completion of remediation is considered a professional and academic responsibility and may be required regardless of examination performance.

Grading and Course Requirements

The weight of HESI examinations, benchmark requirements, remediation expectations, and any course-specific grading implications are determined by individual course faculty and are outlined in the applicable course syllabus. Students are responsible for reviewing each course syllabus carefully and adhering to all published requirements related to HESI testing and remediation.

The Nursing Education Program reserves the right to modify HESI examination, benchmark, and remediation requirements as necessary to support student success, program outcomes, accreditation standards, and NCLEX preparation.

Program Continuation and Changes Policies

Progression & Readmission

Students must meet academic and clinical eligibility requirements in order to progress in the nursing program.

Purpose: To ensure academic and clinical success in the Nursing Program.

To be eligible to progress in the Nursing Program:

A) Drug Dosage Competency:

Students must achieve a minimum score of 90% on the Medication Dosage Calculation and Math Competency Examination in NSG 106, NSG 115, and NSG 152/170 by the course drop date. Students enrolled in NSG 210/211 and NSG 252/270 must achieve a score at or above the 80th percentile on the required Evolve Pharmacology HESI Examination by the course drop date.

Students are permitted a maximum of three attempts to achieve the required score on the Medication Dosage Calculation and Math Competency Examination. Failure to achieve the required score within the maximum number of permitted attempts will result in the student being required to withdraw from the course due to failure to meet the clinical competency requirement.

Students who do not achieve the required score of **90%** on the Medication Dosage Calculation and Math Competency Examination must complete faculty-directed remediation prior to retesting. Remediation hours are assigned based on the student's examination score as follows:

- **85%** – 4 hours of remediation
- **80%** – 5 hours of remediation
- **70%** – 6 hours of remediation
- **65%** – 7 hours of remediation
- **60%** – 8 hours of remediation
- **55%** – 9 hours of remediation
- **50% or below** – 10 hours of remediation

Remediation activities may include faculty conferences, tutoring, assigned dosage calculation modules, practice problems, skills lab activities, or other learning experiences designated by the course faculty. Documentation of completed remediation hours must be submitted and verified prior to the next testing attempt. Failure to complete the required remediation will result in ineligibility to retest. Students remain limited to a maximum of three attempts to achieve the required passing score of 90%. Failure to meet the dosage calculation competency requirement within the allotted attempts will constitute a clinical failure and require withdrawal from the course.

All students who complete a required Evolve HESI examination must complete the individualized remediation plan prescribed through the Evolve platform. Required remediation activities are generated based on examination performance and identified learning needs and may include focused review content, case studies, practice quizzes, adaptive learning modules, and other assigned activities.

Students are responsible for completing all required Evolve remediation assignments and providing documentation of completion, if requested by faculty. Remediation must be completed by the deadline established in the course syllabus or by course faculty. Failure to complete assigned remediation activities may result in academic consequences as outlined in the course syllabus. Students should refer to the applicable course syllabus for specific grading, benchmark, remediation, and progression requirements related to Evolve HESI examinations.

B) Course Sequence:

All nursing courses must be taken in the prescribed order. General education courses must be taken in the prescriber order or earlier.

C) Health and Certifications:

Students must maintain current health screenings, background checks, CPR certification, immunizations, and liability insurance throughout the program. Expired credentials before a clinical semester prevent attendance and require course drop/withdrawal.

D) GPA Requirement:

Students must maintain a minimum 3.0 cumulative GPA to continue.

E) Clinical Agencies:

Learning experiences occur at various health agencies. Students are responsible for transportation, fees, and meeting all agency requirements. Failure to comply or loss of access may result in course withdrawal without a replacement opportunity.

F) Background and Drug Screen:

If a student does not attend nursing class for a semester (excluding summer), they must be cleared on a new background check and drug screen by class start or will be dropped and must follow readmission policies.

ADN: First Level Nursing			
<u>IF</u> You are a Traditional Student	<u>WHO</u> Does not successfully complete (grade D or F)	Any course or combination of the following: NSG 100 NSG 106 NSG 130 NSG 200	<u>THEN</u> 1. Re-entry is never a guarantee. To pursue re-entry the student must re-apply to the nursing program during posted application periods to be considered for admission for a second time. A student may only be re-accepted to the associate degree nursing program once, the student will not be allowed to request re-entry following a reacceptance. 2. If a student earns a grade of D or F in NSG 100, NSG 106, NSG 130 or NSG 200 they must re-apply to the program to complete all 1st level corequisite courses. 3. Clinical hours completed in an unsuccessful semester may not be carried forward, transferred, substituted, or applied toward the clinical hour requirements of a repeated course or any subsequent nursing course.
<u>IF</u> You are a LPN- ADN Transition Student	<u>WHO</u> Does not successfully complete (grade D or F)	Any course or combination of the following: NSG 115 NSG 200	<u>THEN</u> 1. The student must re-apply to the nursing program during the posted application period to be considered for re-entry to the program. A student may only be re-accepted to the associate degree or transition nursing program

			once, the student will not be allowed to request re-entry following a reacceptance. Re-entry is never a guarantee. 2. If a student earns a grade of D or F in NSG 115 but successfully completes with a grade of A, B, or C NSG 200 and is reaccepted, the student will not be required to repeat NSG 200 if the student re- enters within 3 academic years. 3. If a student successfully completes with a grade of A, B, or C NSG 115 but earns a grade of D or F in NSG 200, if reaccepted the student will repeat NSG 200 only if NSG 115 was taken within 12 months. 4. If both NSG 200 and NSG 115 are failed, if reaccepted the student would re-enter NSG 115 and NSG 200. Any student that reapplies may only re-enter once.
ADN: Second Level Nursing			

<u>IF</u> You are a Traditional Student	<u>WHO</u> Does not successfully complete (earns a grade D or F)	Any course or combination of the following: NSG 152 NSG 170	<u>THEN</u> 1. A student who earns a grade of D or F in NSG 152 or NSG 170 may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 1st for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a previous nursing course failure at any point in the program (NSG course grade D or F) are not eligible for re-entry.
ADN: Third Level Nursing			
<u>IF</u> You are a Traditional Student or Transition Student	<u>WHO</u> Does not successfully complete (earns a grade D or F)	Any of the following: NSG 210 NSG 211	<u>THEN</u> 1. A student who was unsuccessful (earns a D or F) may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 1st for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a previous nursing course failure at any point in the program

			(NSG course grade D or F) are not eligible for re-entry. 2. If a student completes NSG 210 or NSG 211 successfully with a grade of A, B, or C on the first attempt the student will not be required to repeat the course.
ADN: Fourth Level Nursing			
<u>IF</u> You are a Traditional Student or Transition Student	<u>WHO</u> Does not successfully complete (earns a grade D or F)	Any of the following: NSG 252 NSG 230 NSG 270	<u>THEN</u> 1. A student who was unsuccessful (earns a D or F) may not sit out for more than 12 months or they will be required to reapply to the program to start over. Students must discuss reentry with faculty or the program head by December 1st for a spring re-entry date and May 15th for a fall re-entry date. Readmission is not guaranteed. Students who have had a previous nursing course failure at any point in the program (NSG course grade D or F) are not eligible for re-entry. 2. If a student completes NSG 230 and/or NSG 270 successfully with a grade of A, B, or C on the first attempt the student will not be required to repeat the course.
All Levels			

<u>IF</u> You are a Traditional Student or Transition Student	<u>WHO</u> Dismissed from the nursing program due to violations of program policies	Any of the following but not limited to: Unsafe Clinical Practice Honor Code Violations Student Code of Conduct	<u>THEN</u> Students are ineligible for re-entry to the program and may not request readmission or re-apply to the program.
All Levels			
<u>IF</u> You are a Traditional Student or Transition Student	<u>WHO</u> Withdraws for any reason from a NSG Course.	Any of the following : NSG, or Corequisite Course	<u>THEN</u> Students may only request re-entry if they will complete the program within the established maximum timeframes from the initial start date. Students who withdraw from a nursing course and are subsequently readmitted to repeat that course will be required to successfully complete all psychomotor skill competency assessments (check-offs) associated with the highest level nursing course previously completed, regardless of current course enrollment. This requirement is intended to validate continued competency and ensure safe clinical practice. For example, a student who successfully completed NSG 200

			and later withdraws from NSG 100, requiring re-enrollment in NSG 100, will be required to successfully demonstrate competency in NSG 200-level skills, including the comprehensive head-to-toe assessment check-off and other designated psychomotor competencies. Additional skills validation requirements may be assigned at the discretion of nursing faculty based on the student's progression status and time away from clinical practice. Students must discuss reentry with faculty or the program head by December 1st for a spring re-entry date and May 15th for a fall re-entry date. Re-entry through non-academic readmission is not a guarantee and is approved on a space available basis. A student may not be separated from the program for greater than 12 months. Students will be required to provide evidence that the reason for withdrawing has been resolved and an action plan for success has been established. The admission committee reserves the right to approve or deny the request for re-entry.
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Withdrawal Policy

Student Withdrawal from a Course

Course Withdrawal Policy

- Withdrawal deadlines are listed in the college calendar and in each course syllabus.
- Students may withdraw for reasons like personal issues, family responsibilities, or learning challenges.

Steps to Take Before Withdrawing:

1. **Talk to your instructor** first to understand how you're doing in the course.
2. **Meet with financial aid** to understand how withdrawal might affect your funding.
 - Nursing faculty **cannot** give financial advice.
 - Financial Aid only pays for **two tries** at a course.

How to Withdraw:

- If you choose to withdraw, **you must complete the withdrawal form** with Admissions and Records **before the deadline**.
- Late withdrawals (called “mitigating withdrawals”) are reviewed **case by case** and **are not guaranteed**.

Program Transfer Policy

Transferring to Another Nursing Program (VCCS School):

- Students may ask to transfer to another Virginia Community College System (VCCS) nursing program for reasons like moving.
- Students must be in **good standing** and get a letter from the Program Head.
- The Program Head may deny the letter based on poor class or clinical performance.
- The **new school decides** whether to accept the student, depending on space.

Testing Policy.

Purpose: To promote fair, equitable, and effective testing for all students.

Test results are shared via Canvas or by course faculty. Faculty will conduct an initial review and complete item analysis before final grades are posted. After this period, grades are final and cannot be challenged.

Test grades and items will not be shared or discussed via phone or email. All reviews must be conducted in person.

- Students with urgent physical or mental health issues must notify faculty *before* the test begins to request a make-up. Failure to do so may result in a grade of “0.” Exceptions will be considered on a case-by-case basis.
- Make-up tests may differ in format (e.g., multiple choice, essay) and must be completed on the day the student returns to campus.
- Students arriving late to a test must finish within the original time limit. Repeated tardiness requires a meeting with the program head to establish a remediation plan.
- No re-tests are permitted in any course.
- If testing is conducted remotely, video and audio monitoring are required. Students unable to meet these requirements must test on campus.

Collaborative testing may be used as a learning tool throughout the nursing program. Faculty assign groups, and only students who take the exam at the scheduled time may participate—Zoom collaboration is not allowed.

All on-campus examinations must be completed using VPCC-issued computers unless otherwise authorized by faculty. Faculty may assign seating, and students are required to place all personal belongings in a designated location at the front of the classroom or as otherwise directed. Scratch paper will be provided by faculty and must be returned immediately upon completion of the examination.

Examinations administered through the Testing Center are subject to the same testing policies and security expectations as classroom examinations. Any suspected testing irregularity, academic integrity concern, or violation of testing procedures will be reported to nursing faculty and may be investigated in accordance with VPCC and Nursing Program policies.

Students approved for testing accommodations who complete examinations in the Testing Center must return directly to their scheduled class session upon completion of testing. Students may not access course materials, communicate with classmates regarding the examination, or engage in any examination review activities prior to returning to class. Failure to comply with this requirement will result in forfeiture of eligibility to participate in any collaborative testing or post-examination activities associated with the examination.

Whenever possible, students receiving testing accommodations should schedule and complete examinations during their assigned course meeting time to ensure consistency with course activities and examination procedures.

Altering submissions, sharing test materials, or collaborating on individual exams violates VPCC’s academic integrity policy. Nursing exams are confidential—students may not share, reproduce, or discuss exam content at any time. Faculty-led test reviews are learning opportunities, and all testing rules still apply. Faculty may end a review session at their discretion.

Attendance Policy

Prompt and regular attendance at class, laboratory, and clinical meetings is a professional role requirement. Attendance is essential for your learning opportunities. We strongly urge you to consider the necessity of any and all tardiness and absences as these could negatively impact your ability to successfully complete the course objectives.

1. Regular attendance of class sessions is required for all students registered in nursing courses. The Nursing Program adheres to the College's policy concerning class attendance. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all content missed during an absence. VPCC attendance policy states the student may not miss more than 15 percent of didactic; each faculty member has the option of having a more rigorous attendance policy which is stated in the course syllabus. Frequent absences may result in administrative withdrawal from a class and the termination or reduction of veterans benefits and other programs of financial assistance. It is the responsibility of the student to obtain missed content.
2. Students are expected to arrive at the beginning of clinical and scheduled meetings and be ready to begin promptly at the start of class.
3. Tardiness is an unacceptable professional behavior that is disruptive to the other students and the faculty. Students arriving after the start of the class will be marked tardy. For every 3rd tardy, students will accrue an absence for that class and attendance policy procedures enforced.
4. In the event of inclement weather, students should refer to the College's Inclement Weather Policy for information regarding campus operations. When the College is operating on an alternate schedule (e.g., delayed opening or early closure), scheduled clinical experiences may proceed at the discretion of the clinical instructor in consultation with the clinical agency. Students should not assume that clinical experiences are canceled due to a modified College schedule.
If Virginia Peninsula Community College (VPCC) is officially closed, students will not attend clinical, laboratory, simulation, or other nursing program activities. Nursing faculty will communicate directly with students regarding the status of clinical rotations, schedule modifications, and any required make-up activities. Students are responsible for monitoring their VPCC email and other designated communication methods (Gator Alert) for updates and instructions.
5. All program courses that are designated as in-person classes will not offer a remote option for student absences.
6. Courses in the nursing curriculum may require synchronous ZOOM class attendance. During synchronous ZOOM class, it is the expectation that students will:
 1. Have their camera turned on with their face fully visible.
 2. Be dressed appropriately for school per the dress code policy.
 3. Have working audio and keep their audio on mute until asked to unmute by the instructor.
 4. Attend from an appropriate and distraction free environment (Ex. a living room or kitchen table, not from a bed).

5. Not attend in an unsafe environment- (Ex. while at work or operating a motor vehicle).
6. Be an active participant in course discussions and activities during the ZOOM session.
7. Students participating in synchronous online class sessions are expected to comply with all remote attendance, participation, and professional conduct requirements established by the Nursing Education Program and course faculty. Repeated violations of remote attendance policies, including failure to remain engaged, maintain an appropriate learning environment, or otherwise comply with faculty expectations, may result in the student being removed from the synchronous class session. Students removed from a class session due to policy violations will be subject to the attendance policy and may be recorded as absent for the session. Continued violations may result in additional disciplinary or academic action in accordance with program and college policies.

Associate Degree Nursing (ADN) Students

Students are required and expected to attend all clinicals. Students are permitted to miss up to two clinicals per semester provided they are satisfactory in all clinical objectives prior to the completion of the clinical courses. Clinical days cancelled by the nursing program, clinical site, or instructor will not be considered a student absence. The nursing program reserves the right to schedule make-up clinical experiences as necessary and when feasible to ensure students meet required clinical outcomes and program completion requirements. Clinical schedules are subject to change at any time based on program needs, clinical site availability, faculty availability, regulatory requirements, or unforeseen circumstances.

- One make-up clinical day for faculty lead acute or longterm/ rehab only (up to 10 hours) will be offered at the end of each semester for missed clinical time.
- Students may not miss more than 8 hours of a specific specialty clinical (mental health, pediatrics, women's health) throughout the program. Students that miss more than 8 hours of a specific specialty clinical will be required to make up one of those clinical days.
- All missed simulations are required to be made-up in the subsequent semester. Simulations missed in the fourth semester are required prior to graduation. Students will work with the faculty to schedule any necessary make-up simulations.
- Students may not exceed a total of 64 hours of missed time throughout the ADN program. The breakdown is as follows:
 - NSG 100/106/200: 16 hours
 - NSG 170/152: 16 hours
 - NSG 210/211: 16 hours
 - NSG 270: 16 hours
- If a student misses more than two clinical days in a semester and/or exceeds the maximum number of allowed absences; including simulation and virtual simulation, they will receive a failing grade for the course.

BROADLY ACCEPTABLE GENERATIVE AI USAGE

In this program, you may leverage the benefits of Generative AI tools to enhance your learning experience. AI tools can be utilized to supplement your understanding of course material, conduct research, and explore different perspectives. However, it is important to exercise discernment and ensure that their usage remains within the boundaries of academic integrity. Remember to appropriately cite and reference any AI-produced content to acknowledge the sources. Embrace the opportunity to harness the power of Generative AI while maintaining the principles of honesty and intellectual growth throughout the course. [Writing Centers Guide on AI](#)

Clinical and Laboratory Guidelines

Clinical Practice and Safety Guidelines

- Students must adhere to the attendance policy for all clinical and simulation experiences; excessive absences jeopardize program progression and graduation.
- Exceeding the absence policy results in failing the course and possible program dismissal.
- Failure to notify the instructor (“no call no show”) leads to an absence mark, written warning, and immediate dismissal upon repetition. Exceptions are rare and handled case by case.
- Working night shifts before clinical days is prohibited; arriving after a night shift results in dismissal from that clinical day, an unsatisfactory rating, and recorded absence.
- Only completed clinical hours in courses passed with a grade of C or higher count toward Board of Nursing program requirements.

Traditional ADN Program Clinical Hours		
1st Semester	NSG 100	45 hours long term care
	NSG 200	3 hours simulation
2nd Semester	NSG 170	84 hours acute care 6 hours simulation
	NSG 152	34 hours community health 3 hours simulation 8 hours pediatrics
3rd Semester	NSG 210	65 hours acute care 16 hours maternal health 9 hours simulation
	NSG 211	65 hours acute care 16 hours mental health 9 hours simulation

4th Semester	NSG 270	150 hours acute care 8 hours critical care 25 hours simulation
Total	<i>*Minimum 500 hours required to sit for the NCLEX-RN® licensure exam.</i>	536 hours

Health Precautions Policies

All students must complete an Assumption of Risk form via Castle Branch before starting the program. Castle Branch manages background checks, drug screens, immunizations, and certifications; faculty do not keep copies or handle issues. Students are solely responsible for clearing any negative results.

Negative or missing documentation will prevent clinical participation. Annual updates are required, with notifications sent by Viewpoint Screening. Failure to complete all requirements by the drop date will result in course withdrawal.

Managing infectious diseases is a priority in the VPCC Nursing Program, especially due to risks from blood-borne pathogens (HIV, HBV) and COVID-19. The program follows CDC Universal Precautions to promote safety for students, faculty, and clients.

Key Guidelines:

- Students must follow all VPCC and affiliating clinical agency policies on infection prevention.
- Vaccination refusal must follow agency procedures and may limit clinical placement.
- Clinical attendance is required to complete the course; if no placement is available due to noncompliance, students must drop the course before the deadline for a refund.
- Students are not allowed to care for patients on **Airborne Precautions** (e.g., TB, COVID-19 with aerosol-generating procedures, measles).

Health Documentation Requirements:

Submitted through Castle Branch (student responsibility to maintain and fund).

Before enrollment (orientation deadline):

- **Rubella, Rubeola, Mumps, Chickenpox:** Proof of 2 vaccines or positive titer
- **Tdap/Td:** Vaccine within past 10 years
- **Hepatitis B:** Full vaccination or positive titer, or signed attestation for vaccines in progress
- **Tuberculosis (TB):** Negative IGRA, T-Spot, or two-step TST within the past year; annual updates required
- **COVID-19:** Proof of vaccination or signed declination

Annual Requirements:

- **TB screening:** Negative test or TB Screening form
- **Influenza:** Proof of vaccine (lot/expiration required) or signed declination
- **Assumption of Risk Form:** Signed annually

Clinical Safety Protocols:

- Notify clinical instructor if:
 - You have or suspect an airborne, blood-borne, or skin-related infection
 - You have immune deficiencies or COVID-19 symptoms

Exposure Policy:

- Students must ethically report any exposure to blood/body fluids
- Follow the **Student Exposure to Blood/Body Fluids Policy**
- Complete incident reports per clinical site policy

The management of issues related to infectious diseases in schools of nursing is a significant concern. Since the rapid increase in blood-borne diseases and COVID-19, the following policy is concerned with all infectious diseases, which may potentially be transmitted during the clinical education of students, including, but not limited to, Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV), and COVID-19.

Clinical sites are not liable for student injuries or illnesses during clinical activities. Students must report any injury to the clinical instructor and agency. Students are responsible for all healthcare costs related to injuries or illnesses incurred in the program.

Student Exposure to Blood/Body Fluids

Purpose: To outline procedures for managing student exposure to blood-borne and airborne pathogens, informing students, faculty, and clinical agencies.

Prevention: Students must provide proof of current Hepatitis B, MMR, DTP immunizations, and TB testing before clinicals. They must maintain OSHA competency for blood-borne and communicable disease prevention throughout the program.

Students will be supervised by qualified faculty and must follow agency policies on hazardous waste and universal/standard precautions.

Faculty must notify the program head promptly and submit a written report within 2 days after an exposure event.

Exposure Procedure:

- Eye splash: Remove contacts, flush eyes with cold water for 15 minutes.
- Oral/nasal splash: Flush with cold water for 15 minutes.
- Skin/needle stick: Wash area with soap and water immediately.

Students must notify the nursing faculty, charge nurse, or preceptor immediately and follow facility exposure reporting policies.

Transport and Treatment:

- Non-hospital setting: Go to the nearest emergency department; get clinical agency contact coordinating source client assessment.
- Hospital setting: Report to employee/occupational health or emergency department; identify as VPCC nursing student exposed.

Faculty should inform ED of VPCC recommendations:

- Unknown source: labs drawn within 1 hour.
- Known positive source: student labs drawn accordingly.

Baseline Labs for Student: HIV antibody, Hepatitis B surface antibody, Hepatitis C antibody, pregnancy test (if female).

Source Client Labs: Rapid HIV, HIV antibody, hepatitis panel.

Documentation: Before leaving ED, student should obtain copies of incident report, lab results, and discharge paperwork.

Follow-Up: Student must follow medical instructions and provide a release letter from their primary care provider before returning to clinical. Nursing program head may prescribe a detailed follow-up plan.

In the event that a student's health status changes the student needs to contact their healthcare provider to determine if clinical practice could potentially endanger themselves or others. The student is under no obligation to disclose the nature of the health status change. However, the student assumes all associated risks.

Students are required to wear masks in the clinical setting as the facility dictates and may not enter the patient room without the proper PPE.

Phlebotomy and Intravenous Line Insertion Policy

Purpose:

To explain when and how students may perform blood draws (phlebotomy) and insert IV lines during clinicals.

Who This Applies To:

- Nursing students who are currently enrolled and have shown they can safely do these skills in the campus lab.
- Students must be supervised by nursing faculty or trained clinical staff.
- This policy only applies to patients **16 years or older**.

- Students **must not practice on each other** and will use simulated training arms instead.

Safety Rules:

- Always follow standard safety steps: wash hands before and after, and wear gloves.
- Use each needle and hub only once; dispose of them in a sharps container.
- **Do not recap needles** after use.
- Only draw blood or insert IVs in veins in the **arms or hands**.

Do NOT use arms if the patient has:

- An AV fistula graft
- A PICC line
- Stroke-related weakness
- Heavy scarring or healed burns
- Had a mastectomy on that side
- ****If the patient has an IV running:**
 - Try the **other arm**.
 - If you must use the same arm, stop the IV for at least **2 minutes** and only draw blood **below** the IV site per the facility policy.

Accidental Exposure:

If you come into contact with blood or body fluids, follow the “**Student Exposure to Blood/Body Fluids Policy**” in the Nursing Handbook.

Nursing Laboratory Use

Purpose: The Nursing Labs provide a safe, simulated space for students to learn and practice nursing skills before working with real patients. Labs are used for classes, tutorials, and independent practice, with tools like videos, manikins, and models.

Lab Care and Appearance:

- Always leave the lab neat: beds down, linens tidy, pillows on beds.
- Over-bed tables go at the foot of beds; chairs pushed in.
- Equipment should be stored along lab walls.
- No food or drinks allowed in the lab or simulation areas unless the instructor says otherwise.

Equipment Use:

- Lab supplies and equipment are for practice on manikins only, not on people. Using them on humans can lead to program dismissal.
- Do not take manikins, blood pressure cuffs, or any supplies from the lab without permission.
- The lab computer and reference books stay in the lab.
- Sharps, syringes, and medications cannot be removed from the lab—doing so will cause disciplinary action.

Storage:

- The storage room is locked and off-limits to students. The lab storage room should only be accessed with faculty permission.

Linens:

- Lab linens are for practice only and should not be taken from the lab.

Videotaping:

- Students may use phones or tablets to videotape skills for learning, but devices must be kept with you at all times.
- Videotaping is done under faculty supervision.
- Videotaping of other people will not be done without permission.
- Videotaping will only be allowed in appropriate areas.

Open Labs:

- Open lab times are set by faculty; students must sign up to attend.
- Only up to 10 students are allowed at a time unless faculty approve more.
- Please stick to your scheduled time so everyone has a chance to use the lab.

Lab Supervision and Access:

- Labs are supervised by nursing faculty and will be locked when not in use.
- Students cannot be in the lab outside of official hours.

Evaluation:

- Faculty will regularly assess how students use the lab and welcome student feedback to improve learning.

Course Safety

This course is designated as a High-Risk Instructional Program (HRIP) by the Virginia Community College System. A high-risk instructional program is an academic or vocational course of study that takes place in an environment with identified hazards that could cause injury, illness, death, or property damage. Course faculty will provide general safety procedures via lecture, class discussion, presentations, videos, and/or safety information handouts, during this or the first course in a cohort style program. To help ensure your physical wellbeing and protection for the college, VPCC requires students in this course to follow all VPCC, course and/or program, policies, procedures, and/or safety guidelines safety at all times.

Student Conduct and Professional Expectations

Professional Conduct and Appearance

- Nursing students have the privilege to practice nursing under Virginia law and must follow all nursing rules.
- Students must act professionally in both class and clinical settings at all times.
- Professional behavior means showing maturity, knowledge, skill, and responsibility.
- Students and faculty share responsibility for fairness, honesty, and dedication to learning.
- Students must follow the American Nurses Association's Code of Ethics.
- Unprofessional behavior or actions that stop students from clinical participation can lead to dismissal.
- Nursing students represent VPCC and must always act with dignity and professionalism.
- Use only your official VPCC email to communicate with faculty.
- Emails must be professional, polite, and include your name, nursing program, student ID, and course.
- Unprofessional communication can lead to counseling or dismissal and will be kept in your student file.
- Always be respectful to faculty, patients, classmates, and staff.
- Bullying or harassment will not be tolerated and can result in program dismissal.
- Don't share private information about VPCC, patients, faculty, or students.
- Don't post anything that could harm your reputation, VPCC, or the Nursing Program.
- You cannot use the VPCC name, pictures, or talk about faculty or students without permission.
- Your online behavior is your responsibility, and breaking these rules may lead to program dismissal.

Professional Conduct and Dismissal Policy

Students enrolled in the nursing program are expected to maintain the highest standards of professional behavior at all times. Any student who engages in inappropriate, disrespectful, or unprofessional conduct toward faculty, staff (including school and clinical/hospital personnel), patients, or fellow students may be subject to disciplinary action as set forth in the student code of conduct.

Patient Confidentiality (HIPAA) Policy

- **What HIPAA Means for Students:**
 - Protecting patient privacy and keeping health information confidential is **required by law** (HIPAA).
 - Everyone, including students, must act ethically and follow the rules of the place where they do clinicals.

- Patient information is private. No patient names or identifying info can be taken from clinical sites or shared outside of clinical learning.
- Patient details are only for learning and must never be shared publicly, including with family.
- Clinical examples used in class are private and not for sharing outside the program.
- Don't look at or talk about patient information without the patient's permission.
- Written permission is needed to use patient info in case studies.
- Never discuss private patient info in public places.
- Don't leave patient info where others can see it.
- Only access health info of patients you are caring for.
- Be courteous:
 - Close doors or pull curtains.
 - Be aware of who is nearby.
 - Keep charts and clipboards safe.
 - Dispose of patient info properly before leaving.
- **Talking About Patients:**
 - Patients will be asked if it's okay to share their info with visitors or callers.
 - Always ask patients if they're comfortable talking about their health with others present.
 - If patients are uncomfortable, ask visitors to leave before discussing health info.
 - Don't ask patients about their health where others can hear, even if just cleaning or helping.
- **Consequences:**
 - Breaking confidentiality or HIPAA rules can lead to disciplinary action.
 - Each student must sign a **Confidentiality Statement** in CastleBranch before clinicals each semester.
 - Students are responsible for following confidentiality rules at every clinical site.

Drugs and Alcohol

Policy: All students in the Nursing program are subject to the college drug and alcohol policy.

The following policy applies to students admitted to the VPCC nursing program and is supplemental to the college policy.

Purpose: The Health Profession Programs at VPCC are firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. This commitment provides for the health and safety of students, patients, and faculty.

Policy Summary: Violating any policy requirements may lead to dismissal from the program.

Definitions:

- **"On duty"** includes class, clinical, breaks, and meals at any VPCC site.
- **"Under the influence"** means any impairment or a positive drug/alcohol test.

- **"Illegal drugs"** include any unlawfully obtained or misused controlled substances.

Expectations:

- Students must not use or be involved with illegal drugs on or off duty (e.g., cocaine, marijuana, heroin, hallucinogens).

Procedure:

- **Students must pay for their own drug and alcohol tests.**
- Drug testing is required before entering any Health Program at VPCC. Students must sign a form saying they understand this policy (found in Viewpoint Screening).
- Viewpoint Screening handles drug testing through approved LabCorp facilities, and it is part of the program cost.

Testing During the Program:

- Students may be tested at any time during the program to make sure they are safe and able to care for patients.
 - *When Testing Might Happen*
 - **After an Accident:** If a student is hurt or causes damage while on duty.
 - **Physical Signs:** If a student smells like drugs or alcohol or shows signs like confusion or poor coordination.
 - **Found with Drugs/Alcohol:** If a student has drugs or alcohol on them during class or clinical.
 - **Odd Behavior:** If a student is acting strangely, breaking safety rules, or nearly causes an accident.
- Clinical sites may also require drug or alcohol testing based on their rules.
- Students must follow all testing rules at both the college and clinical sites.

Refusal or Tampering:

- If a student refuses a test or tries to cheat in any way, they may be removed from the program or college.

Medication Use:

- If you are taking a prescription or over-the-counter medicine that might affect your work, you must get cleared by a healthcare provider before going to clinical.

Consequences:

- If a student comes to clinical and appears impaired (by drugs, alcohol, or illness), they may be removed from patient care and sent home.
- These cases may lead to suspension or dismissal from the course or program. Students will be given due process under the college's rules.

Reporting Misconduct

- Students must report any misconduct quickly to their faculty, program head and/or dean of health sciences.
- Not reporting misconduct is considered a breach of the student code of conduct and may also result in disciplinary action.
- [VPCC Report It!](#)

Dress Code Policy

Policy: VPCC nursing students must wear the required program uniform in clinical settings and solid eggplant-colored scrubs in campus labs, adhering to site-specific dress codes. Students are expected to maintain professionalism in personal appearance and hygiene.

Uniform Standards:

- Uniforms must fit properly, be wrinkle-free, and in good condition with no stains.
- VPCC nursing student badge must be worn at all times.
- An eggplant, white or black round-neck shirt can be worn under the uniform if needed

Footwear:

- Clean, white or black closed-toe leather or protective shoes only. No athletic shoes with logos or mesh vents.

Hair:

- Hairstyles must be clean, conservative, and above the collar. No caps, bows, or ribbons. Hair should be natural in color. Scrub caps must be solid color (ex: black, white, grey, eggplant).
- Beards, mustaches, and sideburns must be neatly trimmed.

Jewelry:

- Limited to a wedding band, a watch, and one pair of small stud earrings. Remove additional jewelry or piercings during clinical.

Nails:

- Nails must be clean and no longer than fingertip length. Artificial nails and nail polish are prohibited.

Miscellaneous:

- No perfume, cologne, or aftershave. Use unscented deodorant.
- Makeup should be discreet.

- Tattoos must follow clinical agency policies and be covered if necessary.
- Students must be clean, neat, and free of odor.
- Smoking, drinking, and chewing gum in uniform is prohibited.
- Unprofessional behavior, language, or actions can lead to dismissal.

Academic Integrity

Being Responsible:

- As a student at VPCC, you are expected to act like as a responsible adult on campus, in class, and during all college activities.
- As a future healthcare professional, you must follow legal and ethical rules.
- VPCC does **not allow cheating or academic dishonesty**. You can read the full policy in the [VPCC Handbook Academic Integrity Policy](#).

If Academic Dishonesty Occurs:

- If a violation is reported or suspected, you will be told about it both verbally and in writing.
- You will be informed about possible repercussions, and a report will be kept in your permanent record.
- Faculty will report any suspected cheating or misconduct to the Nursing Program Head and the Dean of Student Services, who will investigate.

Possible Consequences Include:

- Getting a zero on the assignment, quiz, or test.
- Losing the right to test in the testing center.
- Unsatisfactory ratings in lab or clinical work.
- Suspension from class, lab, or clinical for a set time.
- Failing the course.
- Being dismissed from the nursing program or college.

Legal Issues:

- If you are found guilty of a crime, you must tell the Program Head immediately.
- Depending on the offense, you might be dismissed from the nursing program.
- If you are not allowed in a clinical agency, you may also be dismissed.

Professional Conduct, Policy Violations, Corrective Action, and Program Separation

Purpose

The Nursing Education Program is committed to maintaining a safe, professional, and accountable learning environment. Students are expected to comply with all Nursing Program policies, procedures, educational standards, clinical requirements, and professional behavior expectations. Failure to meet these standards may result in corrective action, disciplinary action, course failure, suspension, or dismissal from the program.

The Nursing Education Program reserves the right to immediately intervene when student behavior, performance, or conduct places patients, clinical agencies, students, faculty, staff, or the integrity of the program at risk.

Progressive Corrective Action Process

When a violation of program policies, procedures, educational standards, professional expectations, or clinical requirements occurs, the following process will generally be followed. The program reserves the right to advance directly to any level of corrective action based on the nature, severity, frequency, or potential risk associated with the violation.

Level I – Verbal Counseling

The faculty member will meet with the student to discuss the concern, review the applicable policy or standard, and establish expectations for improvement.

Documentation of the discussion may be maintained by the faculty member.

Examples may include, but are not limited to:

- Attendance violations
- Incomplete assignments
- Minor professionalism concerns
- Failure to follow course procedures
- Classroom or laboratory conduct concerns

Level II – Written Warning

Repeated violations or more significant concerns may result in a formal written warning.

The written warning will:

- Identify the policy, procedure, or standard violated.

- Describe the incident or concern.
- Outline required corrective actions.
- Establish a timeline for remediation or improvement.
- Specify consequences of future violations.

The written warning will be maintained in the student's program file.

Level III – Performance Improvement or Remediation Plan

If concerns persist or if the violation warrants additional intervention, the student may be required to participate in a formal remediation or performance improvement plan.

The plan may include:

- Required meetings with faculty or program leadership.
- Additional educational assignments.
- Skills remediation.
- Professional behavior remediation.
- Clinical remediation activities.
- Monitoring and follow-up evaluations.

Failure to successfully complete the remediation plan may result in additional disciplinary action.

Level IV – Program Review

Serious, repeated, or unresolved violations may be referred to the Program Head or Program Director for formal review.

Following review of all relevant information, program leadership may determine that one or more of the following actions are appropriate:

- Additional remediation
- Clinical probation
- Course failure
- Clinical failure
- Program suspension
- Recommendation for program dismissal

All determinations made during Program Review will be documented and maintained in the student's program record.

Immediate Administrative Action

The Nursing Education Program may bypass progressive corrective action and implement immediate administrative action when student conduct poses a risk to patient safety, violates legal or ethical standards, threatens the learning environment, or otherwise constitutes serious misconduct.

Immediate actions may include:

- Removal from the classroom
- Removal from laboratory activities
- Removal from simulation activities
- Removal from clinical activities
- Administrative suspension pending investigation
- Recommendation for dismissal from the Nursing Program

Grounds for Course Failure, Clinical Failure, Suspension, or Dismissal

Students may be subject to disciplinary action, including course failure, clinical failure, suspension, or dismissal from the Nursing Program for reasons including, but not limited to:

Clinical Performance

- Failure to meet required clinical objectives.
- Failure to demonstrate safe clinical practice.
- Inability to achieve satisfactory performance in clinical evaluation criteria.
- Failure to meet psychomotor competency requirements.

Patient Safety

- Behavior that places a patient, client, family member, student, faculty member, staff member, or clinical agency employee at risk.
- Actions resulting in actual or potential patient injury.
- Medication errors, treatment errors, or other unsafe practices as determined by faculty.

Professional Conduct

- Failure to act responsibly, ethically, or prudently in carrying out professional duties.
- Dishonesty, falsification of records, or misrepresentation of information.
- Breaches of confidentiality, HIPAA violations, or inappropriate handling of protected information.
- Disruptive, threatening, intimidating, abusive, or disrespectful behavior.

Impairment

- Reporting to class, laboratory, simulation, or clinical experiences under the influence of alcohol, illegal substances, controlled substances without appropriate authorization, or any substance that impairs judgment or performance.
- Demonstrating physical, emotional, or cognitive impairment that affects the ability to safely perform required activities.
- Refusal to comply with required drug screening procedures when authorized by the College, Nursing Program, or clinical agency.

Legal, Certification, and Licensure Issues

- Suspension, revocation, restriction, or disciplinary action involving a healthcare certification or healthcare license.
- Failure to report disciplinary action involving a healthcare certification or license.
- Criminal charges, convictions, or legal actions that prevent clinical placement or participation.

Academic and Program Integrity

- Violations of academic integrity standards.
- Violations of testing security policies.
- Falsification of clinical hours, attendance records, skills documentation, or program records.
- Failure to comply with Nursing Program policies, procedures, educational standards, or directives issued by faculty or program leadership.

Student Responsibility for Conflict Resolution

Students are expected to address concerns through the established Nursing Program chain of command.

1. Faculty Member or Clinical Instructor
2. Course Lead (if applicable)
3. Program Head
4. Program Director
5. Dean of Health Sciences

Students are expected to attempt resolution at each level before advancing to the next level unless the concern involves patient safety, discrimination, harassment, misconduct, or other circumstances requiring immediate escalation.

A record of meetings, discussions, corrective actions, and resolutions may be maintained in the student's file.

Students retain the right to utilize applicable [Virginia Peninsula Community College grievance and appeal procedures](#) when appropriate.

Final Authority

Enrollment in the Nursing Education Program is a privilege that requires adherence to professional, ethical, academic, and clinical standards. The Nursing Program reserves the right to remove any student from classroom, laboratory, simulation, clinical, or program activities when continuation is determined to be inconsistent with patient safety, professional nursing standards, program requirements, or the mission of Virginia Peninsula Community College. Decisions regarding clinical safety and patient protection are final and may result in immediate clinical failure, suspension, or dismissal from the Nursing Program.

Associate Degree Requirements

To be eligible for graduation with an associate degree in nursing or practical nursing certificate from the community college, students must:

- have fulfilled all of the course and credit hour requirements of the curriculum, with at least 25 percent of semester hours acquired at VPCC;
- have been certified by appropriate college officials for graduation;
- have earned a minimum grade point average of 3.0 in all studies attempted which are applicable toward graduation in their programs, and earned grades in compliance with department policy;
- have filed an application for graduation in the Admissions and Records Office;
- have resolved all financial obligations to the college and returned all library and college materials;

Final responsibility for completing all degree requirements rests with the student.

Graduation Semester

(Specific instructions will be provided during last semester of nursing classes)

- A. Students in the final nursing semester will complete the application for licensure by exam-NCLEX RN® or PN® for the Virginia Board of Nursing (or other states as applicable). The student is responsible for:
 1. Completing the application online.
 2. Submitting a transcript request to the VPCC Admissions Office, requesting that an official transcript be sent to the Virginia Board of Nursing.
 3. Pay appropriate fees.
- B. Students must submit an “Application for Graduation” to the VPCC Admission Office at appropriate time.

C. A Graduating Student Survey will be given prior to graduation.

Commencement

Virginia Peninsula Community College holds two formal commencement/pinning ceremonies each year, in May and December. The pinning ceremony celebrates nursing graduates' achievements, includes award presentations, and the recitation of the Nursing Pledge. Attire requires white scrubs or scrub dress with a program provided nursing cap, following the clinical dress code. Graduates must purchase the VPCC Nursing Pin as a symbol of their nursing responsibilities.